

177-0005

Executive Registry

3 January 1977

76-59968

MEMORANDUM FOR: Mr. B. C. Evans
Executive Secretary, DCI

FROM: John H. Waller
Inspector General

SUBJECT: Briefing of New DCI

REFERENCE: Briefing Format for the New DCI Dated
8 December 1976 (ER 76-5796)

I recommend that the following subjects relevant to the Inspector General's Office be discussed in my initial briefing of the DCI Designate:

- Inspector General responsibilities and functions
- Inspector General relationship with the Intelligence Oversight Board
- Problems:
 - (a) Residual problems of law and propriety
 - (b) Existing case with possible flap potential
 - (c) Senate Select Committee on Intelligence request to have access to the conclusions of IG reports
- Audit functions and responsibilities

TIME ESTIMATE: 35 Minutes

- CIA Task Force in support of investigations by the House of Representatives Select Committee on Assassinations (particularly related to the assassination of the late President Kennedy)

ILLEGIB

Succession / DCI

25X1

[redacted] Deputy Inspector
General and Leader of the Task Force, will
conduct this aspect of the briefing.

TIME ESTIMATE: 10 Minutes

OVERALL TIME FOR IG OFFICE BRIEFING: 45 Minutes

/ (signed)
John H. Waller

John H. Waller

STAT
IG:JHWALLER:HJ [redacted] 3 January 1977

Distribution:
Orig & 1 - Addressee
1 - IG Chrono
1 - HJ Chrono

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TRANSMITTAL SLIP		DATE	2/23/76
TO:	(NE)		
ROOM NO.	BUILDING	Attn: V/Karla 16D 3107	
REMARKS: <i>Per conversation this date.</i>			
FROM:		OES	
ROOM NO.	BUILDING	XPS	EXTENSION
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.	
★ GPO: 1957—O-439445 (47)			

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Executive Registry
TE-5796/7

21 December 1976

25X1
MEMORANDUM FOR: [REDACTED] SA/DCI

FROM : B. C. Evans, Executive Secretary
SUBJECT : Briefing Format for DCI-Designee

1. Attached is a book containing the topics any new DCI should be briefed on, together with an indication of principal briefers and the time required. As you know, Mr. Bush found it useful to first obtain an overall briefing on the Agency followed by some time spent with each Deputy Director. He then received in depth briefings on the work of various offices.

2. The first order of business will be to prepare the DCI-Designee for confirmation hearings. The Legislative Counsel, with an input from the DDCI and the General Counsel, will want to take this on.

3. Immediately at hand for the DCI-Designee's early reading are (a) the DCI/DDCI senior staff and CIA functional summary, and (b) the Intelligence Community functional briefing book, both of which were developed for the Carter transition staff. I have included bios on Mr. Knoche and [REDACTED] in both books. He will also have to acquaint himself with the briefings and material provided the Secretary of State-Designee.

4. Experience shows that a new DCI is the victim of his own calendar growing out of external pressures to get up to speed on various topics for meetings he will be called upon to attend. Consequently, the "scheduler" for briefings will be choosing material from the attached book at the convenience of the DCI-Designee's calendar and dependent upon that which has been covered by the contingencies of the early days of his tenure.

5. I have not included Mr. Bush in the briefing process, but he will certainly want to be involved in the first few sessions.

ILLE

[REDACTED]
B. C. Evans

Attachment

cc: DDCI
D/DCI/IC

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Introductory Briefings for DCI-Designee
(Approximately 1 hour ea.)

<u>Subject</u>	<u>Briefer</u>
Overview of Agency Organization, to Include EAG	E. H. Knoche
The Intelligence Community and the Role of the DCI	[redacted] Deputy to the DCI for the Intelligence Community
Preparations for Confirmation	George L. Cary, Jr. Legislative Counsel
Legal Authorities Relating to the DCI	Anthony Lapham General Counsel
The National Intelligence Officers: Their Functions, Including Their Role in the Production of National Intelligence Estimates	Richard Lehman* Deputy to the DCI for National Intelligence
Organization of the DCI's Office and ES Functions	Benjamin C. Evans Executive Secretary
The Directorate of Intelligence, Organization and Functions (Including Intelligence Support to the White House and the NSC)	Sayre Stevens* Deputy Director for Intelligence
The Directorate of Operations, Organiza- tion and Function (Including OAG)	William Wells* Deputy Director for Operations
The Directorate of Science and Technology, Organization and Function (Including Special Projects and the NRO)	Leslie Dirks* Deputy Director for Science and Technology
The Directorate of Administration, Organization and Function (Including Special Proprietaries)	John F. Blake* Deputy Director for Administration

SECRET

Subject

Agency Congressional Relations

Agency Relations with the Media;
Agency Information Policy

CIA Programs, Budget and Manpower
(Including relations with OMB)

Functions of the Inspector General
and Current Cases of Major Importance

Briefer

George L. Cary, Jr.
Legislative Counsel

Andrew Falkiewicz
Assistant to the DCI

DDCI and
James Taylor
Comptroller

John Waller
Inspector General

* Detailed briefing topics attached.

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Next 1 Page(s) In Document Exempt

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
		Executive Registry	76-5796/6
TO	NAME AND ADDRESS	DATE	INITIALS
1	Asst. Compt., Resources	12/23	X
2	Comptroller	12/23	DT
3	Executive Secretary		
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Attached is an outline of a possible briefing for the new DCI, as you requested.

TO RETURN TO SENDER			
ADDRESS AND PHONE NO.		DATE	
Helene Soather, Chief/AnG/O/Compt.		12/23/76	
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FORM NO. 237 Use previous editions
1-67

*USGPO: 1976 - 202-953 (40)

Successions
DCI/Bush

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REF ID: A65A002600080025-2

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CIA PROGRAMS, BUDGET AND MANPOWER

Organization of Office of Comptroller--basic responsibilities (5 minutes)

Relationship Between Intelligence Community Staff and Comptroller (5 minutes)

Budget Process in CIA (10 minutes)

- January Planning Review
- July Program Review: purpose, results--Financial Guidance Letters
- Preliminary CFI Review
- Joint OMB/CFI Review and Presidential Review: how the process works, your involvement
- Congressional Review: your involvement, problems
- Comptroller Meetings: purpose, participation, how they work
- The Contingency Reserve: what it is, how it works
- OMB and Congressional limitations on us

Status of the (Current) 1977 Budget (10 minutes)

Status of the 1978 Budget (20 minutes)

- Currently approved program
- Upcoming Congressional presentations: your involvement, likely major issues; need to consider more involvement of all senior Agency personnel in defending the budget; need to take position that Congress must give us a better opportunity to defend our budget.

Some Unusual Aspects of CIA Program and Budget (10 minutes)

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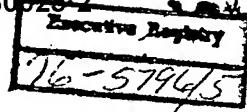
- Confidential funds/lack of GAO audit

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- Use of proprietaries
- Accommodation procurements

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OGC 76-7379
22 December 1976

MEMORANDUM FOR: Executive Secretary

Deputy General Counsel

STAT FROM : [redacted]
Deputy General Counsel
SUBJECT : Briefing for a new DCI

1. This is in response to your memorandum of 8 December 1976 requesting a list of subjects on which a formal briefing would be desirable.
2. In scheduling briefings for a new DCI, I suggest that you allow us one and a half hours. Mr. Lapham will conduct the briefing and will cover the legal authorities of the DCI and the Agency and the more important legal issues before us at this time. These include, but not necessarily in any order of importance, the following:

National Security Act and Central Intelligence Agency Act
 Reporting Requirements of Executive Order 11905
 Restrictions on Intelligence Activities under Executive Order 11905
 Relationships with the Attorney General and the Department of Justice
 Criminal Investigations Arising out of Employee Activities in the Course of their Duties
 Litigation Involving the Agency
 Freedom of Information and Privacy Act
 Legal Questions Arising from Cover Requirements
 Protection of Intelligence Sources and Methods, including Secrecy Agreements, Disclosures through Publication and Criminal Code Protection
 The Director's Extraordinary Expenditure Authority
 Covert Action Findings



STA

Deputy General Counsel

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

STAT Deputy General Counsel

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Secretary

2.

3.

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TRANSMITTAL SLIP		DATE
TO: ER		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

76-5996/4

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DDA 76-6193

14 December 1976

MEMORANDUM FOR: Ben Evans
Executive Secretary

STAT FROM : [redacted]
Executive Officer, DDA
SUBJECT : DDA Briefings for the New DCI

Per your request, attached are two lists of briefings to be conducted by the DDA for the new DCI.



Attachments

STAT EO/DDA/[redacted] 1m (14 Dec 76)

Distribution:

Orig - Addressee w/atts
1 - ER w/atts

Attachments:

1. DDA Briefings to be Conducted for the New DCI
2. Personal Briefings for the DCI

[Redacted stamp area]
DCE b/f

Attachment No. 1
to DDA 76-6193

DDA BRIEFINGS TO BE CONDUCTED FOR THE NEW DCI

<u>SUBJECT</u>	<u>TIME</u>	<u>BRIEFER(S)</u>
Administrative Services Provided to the DCI; Other Personal Arrangements	1 Hour	John F. Blake
The Directorate of Administration, Organization and Function (Including Special Proprietaries)	2 Hours	John F. Blake
CIA Annual Personnel Plan (APP) and Personnel Development Program (PDP)	30 Minutes	John F. Blake (Fred Janney)
CIA Communications (Relationship with the Department of State)	30 Minutes	John F. Blake
CIA Retirement Program Office of Finance Office of Personnel	30 Minutes	John F. Blake
Office of Finance (Monetary Function)	30 Minutes	

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PERSONAL BRIEFINGS FOR THE DCI

Logistics

- a. Automobile and driver
- b. Telephone service in automobile
- c. Telephone service in residence

Security

- a. Courtesies afforded the DCI by the DCI Security Staff
- b. Authority and policy with reference to the DCI Security Staff carrying firearms
- c. Alarm devices recommended for placement in the DCI's residence
- d. Polygraph policy, including statement that Presidential appointees are not included in polygraph coverage
- e. Recommendation that Security conduct a counter-audio inspection of DCI's residence and furniture
- f. A recommendation relative to a residential site survey

Finance

- a. Pay and deductions
- b. Payroll timing and method
- c. Leave (and fact that as Presidential appointee, the Director is not under the leave system)
- d. Earnings and leave statements

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Personnel

- a. Arrangements relating to appointment papers
- b. Insurance programs available
- c. Retirement
- d. Credit union
- e. Employee Activity Association
- f. Assistance available from Central Processing Branch
- g. Fitness room

Medical Services

- a. Medical records
- b. Medical examinations
- c. Consultant services available

TRANSMITTAL SLIP		DATE 14 Dec 76
TO: Executive Registry		
ROOM NO. 7E12	BUILDING Hqs	
REMARKS:		
FROM: D/DCI/NI		
ROOM NO. 7E62	BUILDING Hqs	EXTENSION <input type="text"/>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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STAT

S E C R E T

WFO #1945-76

THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

Executive Registry
76-5796/3

National Intelligence Officers

13 December 1976

MEMORANDUM FOR: B. C. Evans
Executive Secretary

FROM : Richard Lehman
Deputy to the DCI for National Intelligence

SUBJECT : Briefing Format for a New DCI

1. The best format for briefing the new DCI will depend importantly on what sort of person is chosen:

a. Should the DCI be someone familiar with the Intelligence Community and up to date on foreign policy issues, it would probably suffice from our point of view for the D/DCI/NI to have a two-hour meeting with the DCI to familiarize him with the new directions in which the National Intelligence staff has been moving. This private meeting would be followed by another two-hour meeting with the NI0s and their Assistants as a group to introduce them to the new DCI and to allow them 10 minutes or so to inform the DCI of the major projects in which they are currently engaged. An offer would be made at this general meeting to have any of the NI0s meet privately with the DCI for a longer time, if the DCI wished.

b. Should the new DCI be someone essentially unfamiliar with either the structure of the Community or with current foreign policy issues, a thorough introduction to the National Intelligence staff would be called for. The D/DCI/NI would require at least a two-hour private session

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(Executive Registry Rec'd.)
(Successor to)

DCI brief

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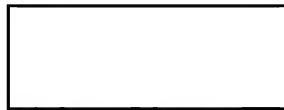
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S E C R E T

with the DCI to answer those questions about the staff and its functions that may have been raised in the DCI's mind by the briefing books he has read. Rather than a meeting with all the NIOs, it would probably be more valuable for the DCI to have private 45-minute sessions with each of the NIOs, during which each would acquaint the DCI with the major issues in his or her area of responsibility and the major projects he or she has underway. With this scenario, it would be best for the DCI to meet in series first with the NIOs currently handling the major Soviet estimates -- NIO/USSR (NIE 11-4-76), NIO/SP (NIE 11-3/8-76), and NIO/CF (NSSM 246). Next should come the NIOs dealing with areas where rapid change is possible -- NIO/ME, NIO/AF, NIO/CH, and NIO/LA. The rest of the NIOs might see the DCI in the following order: NIO/Economics, NIO/WE, and NIO/JP.

2. The new DCI might, of course, be someone who falls somewhere between the two types of persons described above. He might, for example, be very knowledgeable in certain areas, in which case we would wish to alter the order in which the NIOs saw him and perhaps give more time to some than others.

3. In sum, any format set for briefing a DCI now should be easily adjustable so that we can later tailor it to best suit the needs of the particular person selected.



Richard Lennan

Deputy to the DCI for National Intelligence

S E C R E T

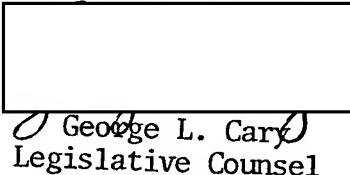
Executive Registry
76-5796/2

OLC 76-3613

9 December 1976

MEMORANDUM FOR: Executive Secretary
FROM: Legislative Counsel
SUBJECT: Briefing for a New DCI
REFERENCE: Exec. Sec. Memo dtd 8 Dec 76
Subject: Briefing Format for
a New DCI

In response to your request, I would recommend a one hour briefing on the subject of Agency congressional relations.
This briefing would be conducted by me.



Declassify
Dec 1976 BY [unclear]

STAT

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5	DDI	X			
6	DDA	X			
7	DDO	X			
8	D/DCI/NI	X			
9	GC	X			
10	LC	X			
11	IG	X			
12	Compt	X			
13	D/Pers				
14	D/S				
15	DTR				
16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
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Remarks:

STAT

Executive Secretary

8 Dec 76

Date

3637 (7-76)

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ES 76-7

Executive Registry

76-5796

8 December 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Briefing Format for a New DCI

1. In order to organize ideas for the briefing of any new DCI, it would be helpful if each of you would prepare a list of those subjects on which a formal briefing would be desirable. Your submission should include the subject, the briefer(s), and the length of time required. The subjects should be listed in the order of lessening priority and note should be taken of any related visits to installations controlled by the offices within your directorates.

2. For your guidance, I have attached the summary material prepared for briefing Mr. Bush and it should be kept in mind that any new DCI will probably read the Functional Summary Data which you served up late last month.

25X1

B. C. Evans
Executive Secretary

Attachment

cc: DDCI wo/att
SA/DCI wo/att

Distribution:

D/DCI/IC

D/DCI/NI

DDS&T

DDI

DDA

DDO

GC

LC

IG

Comptroller

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4	DDS&T	X			
5	DDI	X			
6	DDA	X			
7	DDO	X			
8	D/DCI/NI	X			
9	GC	X			
10	LC	X			
11	IG	X			
12	Compt	X			
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16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
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Remarks:

STA

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8 Dec 76

Date

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ES 76-7

Executive Registry
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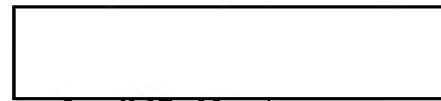
8 December 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Briefing Format for a New DCI

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2. For your guidance, I have attached the summary material prepared for briefing Mr. Bush and it should be kept in mind that any new DCI will probably read the Functional Summary Data which you served up late last month.



25X1

B. C. Evans
Executive Secretary

Attachment

cc: DDCI wo/att
SA/DCI wo/att

Distribution:

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D/DCI/NI
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ES/BCEVANS:cs (8 Dec 76)

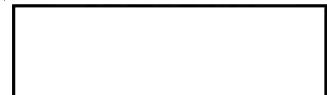
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1 - B. C. Evans
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Successor to Bush?
DCI b/c?

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SCHEDULE OF BRIEFINGS

Senate Comm.

- 1. command & control
- 2. accountability -

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Subject</u>	<u>Briefer</u>
Monday 22 Dec	11:00-12:00	Rm 179, EOB	Agency Intelligence Publications	Edward W. Proctor Deputy Director for Intelligence
	3:00-6:00	Rm 179, EOB	Investigations of CIA by House and Senate	Scott Breckenridge Chief, Review Staff
Tuesday 23 Dec	8:30-9:30	Residence	Administrative Services Provided to the DCI; Other Personal Arrangements	Hank Knoche, Associate Dep. 25X1 Intelligence Community Staff
	9:45-10:45	Residence	Legal Authorities Relating to the DCI	Review Staff
	11:00-12:00	Residence	Agency Congressional Relations	John F. Blake Deputy Director for Administration
JF should advise them you will attend		2:00-3:00	To Be Confirmed Agency Relations with the Media; Agency Information Policy	John S. Warner General Counsel
JK should the EOB		4:15-5:30	To Be Confirmed Background of Recent Agency Problems and Remedial Directives	George L. Cary, Jr. Legislative Counsel
25X1				Assistant to the Director
Wednesday 24 Dec			Open for re-scheduling of above briefings, or for additional briefings you select.	Inspector General 25X1

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Beginning Monday, 29 December, we will provide three briefings on the general subject: "The DCI as Head of the Intelligence Community." Each briefing will take approximately two hours,

Subject

The Intelligence Community and the Role of the DCI; the United States Intelligence Board (USIB) and Its Committees

Current Studies of the Possible Re-Organization of the Community

The National Intelligence Officers: Their Functions, Including Their Role in the Production of National Intelligence Estimates

After these three briefings have been completed, a series of six briefings, each taking approximately two hours and concerned with the general subject "The DCI as Head of the CIA," will be arranged:

CIA Programs, Budget, and Manpower; CIA Relations with OMB

Organization of the DCI's Office and Its Functions

The Directorate of Intelligence, Organization and Functions (Including Intelligence Support to the White House and the NSC)

The Directorate of Science and Technology, Organization and Function (Including Special Projects and the NRO)

The Directorate of Administration, Organization and Function (Including Special Proprietaries)

The Directorate of Operations, Organization and Function (Including WSAG and 40 Committee)

Briefer

[Redacted] 25X1
Deputy to the DCI for the Intelligence Community

Richard Lehman
Director, Office of Strategic Research
Directorate of Intelligence

George A. Carver, Jr.
Deputy to the DCI for National Intelligence Officers

John D. Iams, Comptroller

Benjamin C. Evans, Executive Secretary

Edward W. Proctor
Deputy Director for Intelligence

Carl E. Duckett
Deputy Director for Science and Technology

John F. Blake
Deputy Director for Administration

William E. Nelson
Deputy Director for Operations

Detailed briefings of subordinate elements of CIA, including visits to Agency installations as well as visits to other elements of the Intelligence Community, then will be arranged.

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